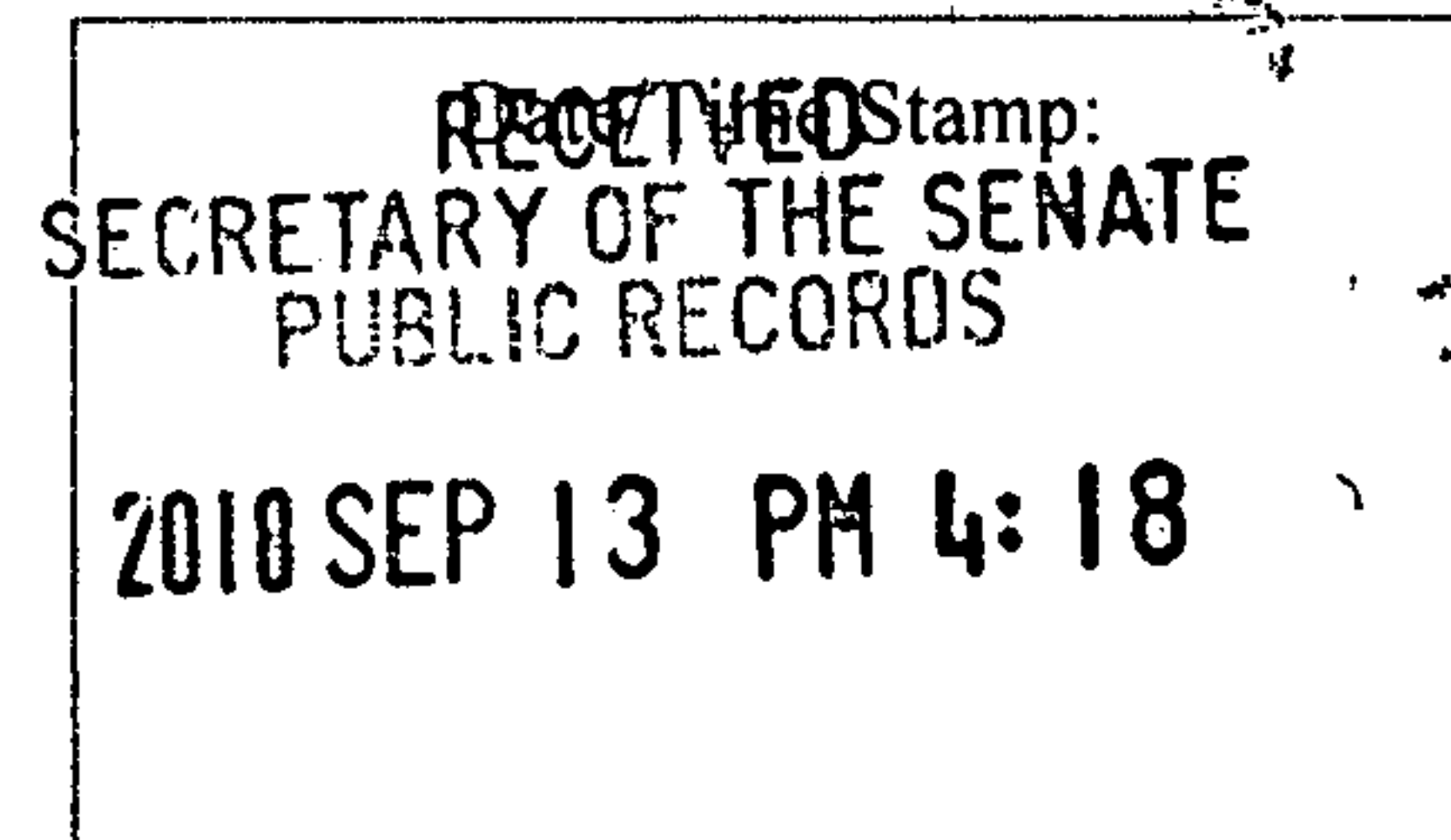


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Center for Transportation and the Environment

Travel date(s): 9/10/18-9/11/18

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$704.00 (airfare + taxes) + \$142.25 (driving, parking, Uber and Metro)	\$223.30 (\$173.00/night + taxes and fees)	\$31.04	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): Attended: Session 1 Planning for Our Zero Emission Future at Scale, Session 2 Operational & Infrastructure Considerations for Battery Electric Buses, and Session 3 Fueling the "Other" Electric Bus. Spoke at Session 4 providing a congressional perspective on no and low emission buses.

9/13/18
(Date)

Jennifer DeCic
(Printed name of traveler)

Jennifer DeCic
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/13/18
(Date)

Mike Gao
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jennifer Deci

Employing Office/Committee: Senate Committee on Banking, Housing, and Urban Affairs

Private Sponsor(s) (list all): Center for Transportation and the Environment

Travel date(s): 9/10/18-9/11/18

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Los Angeles, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the professional staff member responsible for public transportation. The conference host, the Center for Transportation and the Environment, is conducting a panel at its annual Zero Emission Bus Conference where I will speak about the Low or No Emission Vehicle Program authorized in 49 U.S.C. 5339(c) and the future of low or no emission technology in the context of the Federal Transit Administration's Buses and Bus Facility program.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/24/18
(Date)

Jennifer Deci
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Mike Crapo hereby authorize Jennifer Deci
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/24/18
(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)



2018
AMERICAN  EUROPEAN
ZERO EMISSION BUS
CONFERENCES

Lauren Justice
Development Director
Center for Transportation & the Environment
(404) 245-8589
lauren@cte.tv

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Center for Transportation and the Environment (CTE)
2. Description of the trip: Participate as a panelist at Zero Emission Bus Conference (ZEB Conference).
Hear from ZEB users and stakeholders on latest technology and state of market in additional panels.
3. Dates of travel: 09/10-9/11
4. Place of travel: Los Angeles, California, USA
5. Name and title of Senate invitees: Jennifer Deci, Majority Prof. Staff Member
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CTE is the organizer and host of the ZEB Conference.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CTE's mission is to improve the efficiency and sustainability of the US transportation system.

CTE convenes the annual ZEB Conference as an avenue to educate transit agencies, industry and supporting stakeholders on the state of ZEB technology. Ms. Deci will add value to these objectives.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

None

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Hosting webinars, conferences, and presenting at expos and committee meetings to educate transit agencies and industry leaders in zero-emission technologies in the medium- and heavy-duty sector.

Meeting with congressional staff to discuss clean vehicle market.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$270.00 (flight) \$20 (shuttle)	200.17	Covered in our conference	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) The event has been arranged and will be held even if Ms. Deci cannot participate.

However, Ms. Deci's active participation on the planned panel will enhance our event.

18. Reason for selecting the location of the event or trip

Los Angeles is a hotspot for zero-emission bus activity.

19. Name and location of hotel or other lodging facility:

Sheraton Grand Downtown

20. Reason(s) for selecting hotel or other lodging facility:

Offered competitive government rates for our conference attendees.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging is priced at the federal per diem for Los Angeles (\$173) before taxes and fees.

The daily meal cost is in line with the \$64 M&IE GSA rate for LA. Food costs will be provided by the event

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach flight to and from Los Angeles, public transportation to get to LA Metro and back to the Sheraton Grand Hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Each of our annual Conferences includes an evening networking dinner reception. The reception is held at the Sheraton Grand and will include appetizers and drinks for all Conference attendees.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Lauren Justice, Development Director

Name of Organization: Center for Transportation and the Environment (CTE)

Address: 730 Peachtree Street NE, Atlanta, GA 30308

Telephone Number: 404-245-8589

Fax Number:

E-mail Address: lauren@cte.tv



2018
AMERICAN EUROPEAN
ZERO EMISSION BUS
CONFERENCES

Conference website: <http://zebconference.com/us/>

6:00-8:00 AM (PST): Flight from BWI to LAX
8:00-9:00 AM (PST): Shuttle from LAX to LA Metro Headquarters
9:00AM – 10:00 AM (PST): Opening Ceremonies
10:00 AM (PST) – 11:30 AM (PST): Session 1 Panel:
11:30 AM (PST) – 1:15 PM (PST): Lunch
1:15 PM (PST) – 3:00 PM (PST): Session 2 Panel
3:00 PM (PST) – 4:15 PM (PST): Session 3 Panel
4:15 PM (PST) – 5:15 PM (PST): Session 4 Panel: Support Programs Panel Participation
5:15 PM (PST) – 6:30 PM (PST): Travel to hotel
6:30 PM (PST) – 9:30 PM (PST): Dinner Reception at the Sheraton Grand Hotel

6:15 AM (PST) - 2:07 PM (EST): Flight from Los Angeles, CA to Washington, DC

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